



The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:
Training for the Administration Specialist
AND
the Subsistence Specialist


AFMIS Standards

Presented By:
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STANDARDS - Purpose




◆ **Purpose of Standards**


- ✓ Systems Efficiency
- ✓ Cost Effectiveness
- ✓ Time Management – Delegation
- ✓ Effective Supervision
- ✓ Manual Standards vs. Automated
- ✓ Priority of Work






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STANDARDS – SOP/Work Schedule




◆ **SOP, Work Schedules, COOP, and Training**

- ✓ SOP – Priority of Work
 - Functional Area Standards
- ✓ Work Schedule – Distribution of Work
 - Task Management
 - Time Management
 - Supervision
 - Delegation of Tasks







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<div> <div>Manager</div> <div>Asst. Manager</div> <div>Work Schedule</div> </div>			
A r e a s	REVIEW All Processes enter in AFMIS	Designated Representative	DESIGNATED verses DELEGATED
	REVIZE Makes Updates or Approves Updates prior to Finalizing	Accountable in the Absence of the SFOS	Designated Full Accountability and Responsibility with Full Authority to accomplish tasks.
	FINALIZE Finalizes or Delegates the Final Processes in AFMIS	Accomplishes same tasks as SFOS	Delegated Varying Levels of Accountability and Responsibility with limited Authority to accomplish tasks.

<div> <div>Admin.</div> <div>Rations</div> <div>Other</div> <div>Work Schedule</div> </div>			
A r e a s	Production Schedules 2/2/3 – M/W/F How long does it take?	Shopping Lists 1 to 2 Days prior to Submission Date. How long?	DF Files As Required Files, Equipment, and Cook Status. How long?
	Headcount Import, Verify, and Adjust. Cash Voucher – Verify and Print. How long?	Inventory T/TH and End of Month. How long?	Shift Personnel How they Contribute: Customer Menu Forms Training Inventory
	Kitchen Requisitions M/W/F or T/TH prior to Inventory Process. How long?	Kitchen Requisitions M/W/F or T/TH prior to Inventory Process. How long?	

CONFLICT			
A d m i n .	Production Schedules Not in the system. Not complete.	<div>Conflicts</div> <div>Conflicts</div> <div> <div>Management Solution</div> <div>Is this Effective and Efficient Management?</div> </div>	Shopping Lists Cannot “Create” Shopping List for review.
	Kitchen Requisitions Not in the system prior to an Inventory, or mistakes not corrected and annotated.		Inventory Inventory numbers incorrect, or adjustments made without supporting documentation.
	Headcount DF Files 		Production Schedules Shopping Lists Kitchen Requisitions Inventory

STANDARDS – COOP/Training

◆ SOP, Work Schedules, COOP, and Training

- ✓ COOP – Contingency Plan
 - When System is Down
 - Procedure when System Returns
- ✓ Training – Efficient Systems Use
 - Rotating Personnel
 - Establishes Areas of Responsibility
 - Establishes Standards

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STANDARDS – End Users Manual

◆ Purpose

- ✓ Navigation
- ✓ Information
- ✓ Policy?
- ✓ Manual Sections:
 - Reference Command Menu Choices
 - Requirements
 - Restrictions
- ✓ Does Not Explain Why...

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End Users Manual Sections

Each Section references a Menu Choice on the DFO Command Menu.

Explains each menu choice prior to explaining the next.

Figure 5-1-1. Meal Production Planning Menu Selection

EXAMPLE

Appendices

- ✓ Appendix B:
 - Sample Error Messages
 - Corrective Measures
 - Problem Reporting Procedures
- ✓ Appendix C:
 - Example of Printed Reports
 - Section Printed
 - MARKS Filing Disposition

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Problem

1. What process was running.
2. Record the Screen Number - AJK-000
3. What error message(s) appeared.
4. What did the machine do or fail to do.
5. What did you do.
6. Then, report error to the Supervisor.

The User should record and do the following on a locally produced form as soon as an error occurs...

Problem

1. Review process..
2. Run process again.
3. Is this a functional fix?
4. Example, entering in information.
5. Fix problem if possible.
6. Report error to the Food Advisor.

The Supervisor should be knowledgeable in their functional area to SOLVE problems at their level...

If the problem cannot be fixed here, then record on DA 5005-R and...

Problem


STEPS

Food Advisor

1. Is this still a DFO fix, or should they initiate their Contingency Plan.
2. Does the IFA need to fix this problem, i.e. Recipe Cards.
3. Can this error be fixed by TISA, i.e. Shopping Lists.
4. Or is this an SA problem fix.

The Food Advisor should have some knowledge in ALL functional areas...
DFO, IFA, and TISA because...

They need to know who to contact next...



Error Message

Problem

STEPS

User

Supervisor

SFQS

Food Advisor

Food Service Supervisor


DFO

Contingency Plan

TISA

The Reporting Chain should look like this....

Most users will bypass all others and go directly to the SA...



Reporting Chain


Problem

STEPS

Uses should not be allowed to go directly to the SA. This will keep everyone informed of Common Errors.

Systems Administrator

Smooth running System



Smooth running System

5

Current MARKS Dispositions

You can find MARKS File Dispositions on the Web at:
www.rmd.belvoir.army.mil/markstif.htm


FN: 30-1d
 Title: Dining facility operations
 Authority: NI-AU-00-15
 Privacy Act: Not applicable

Description: Documents pertaining to operating the dining facility. Included are production schedules, headcount records, signature headcount sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records, see file no. 600-38a.

Disposition: Destroy when no longer needed for conducting business.

This was "Downloaded" on 4 May, 2002.
 Notice the "Disposition":


EXAMPLE






STANDARDS – End Users Manual

◆ Appendices

- ✓ Appendix F:
 - DA Form 5005-R Preparation
 - Dual Purpose Form
 - Seldom Used – Should Be Used
- ✓ DA 5005-R:
 - Problem Reporting
 - Improvements to AFMIS
 - Who can fill this out?







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STANDARDS – Systems Summary



◆ Structure

- ✓ User Identification:
 - Who does what...
 - Who supports the Dining Facility...
 - How is the Customer affected...
- ✓ Problem Tracking:
 - Who "Fixes" what...
 - How is the Customer affected...





Click Image to View Functional Areas

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Systems Summary

How the “ Entire “ System Works

Structure and Focus

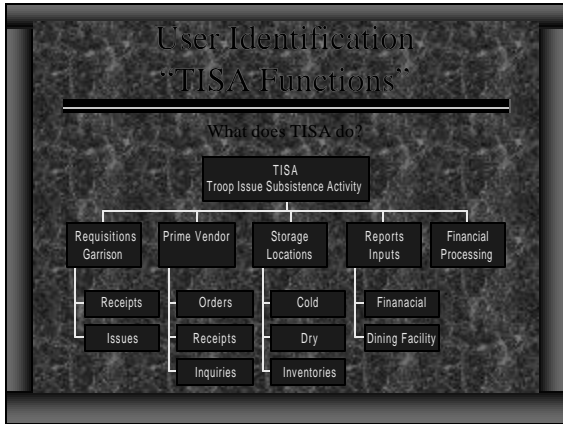
Sub-Systems

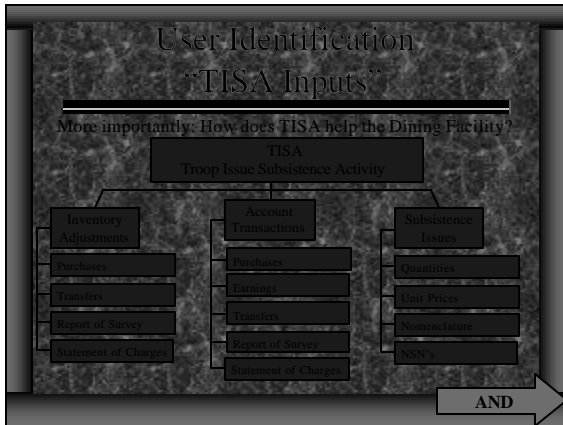
- ◆ The system is broken down into 3 sub-systems.
 - ◆ TISA
 - ◆ IFA
 - ◆ DFO
- ◆ Each has it's own sub-set
 - ◆ Warehouse
 - ◆ Sub-IFA
 - ◆ AHC / POS

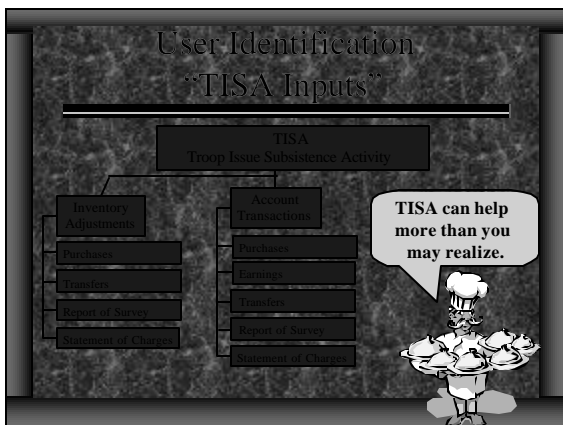
Purpose

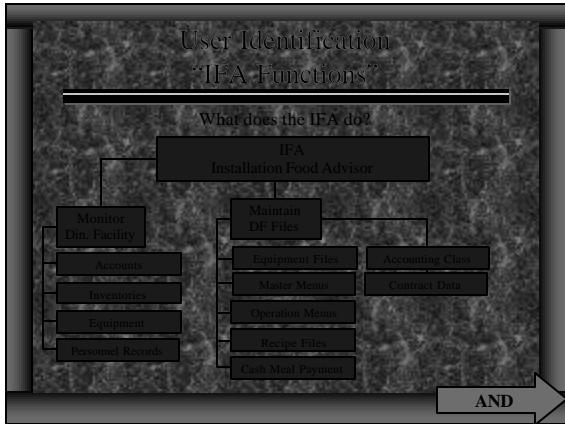
Familiar with the Sub-Systems

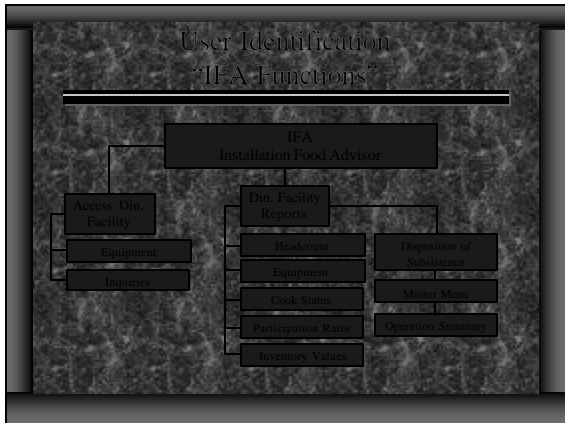
If you don't know the system, what do you do when you encounter a **PROBLEM?**

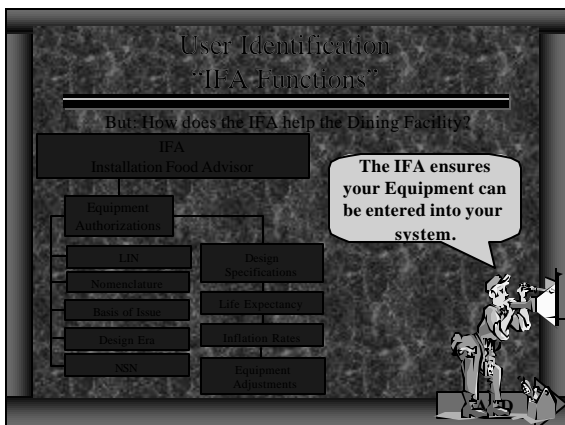


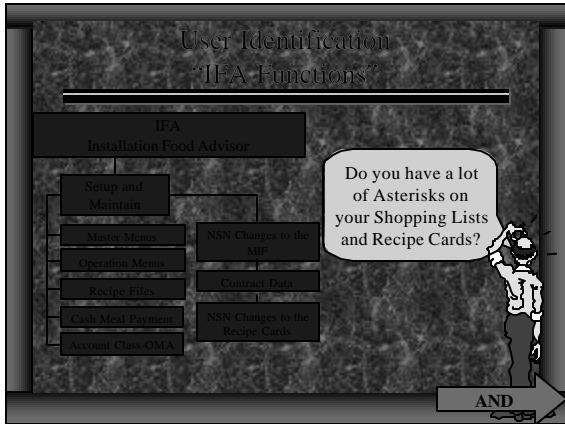


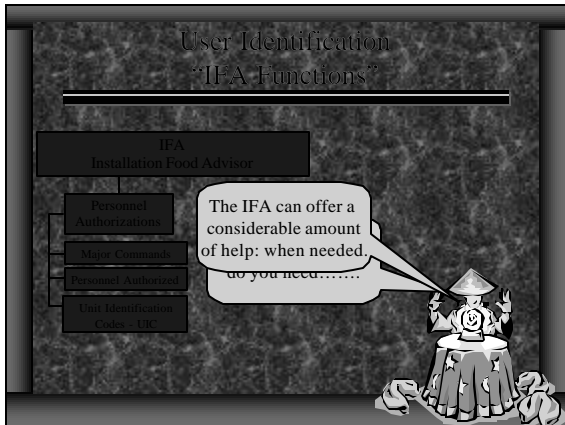


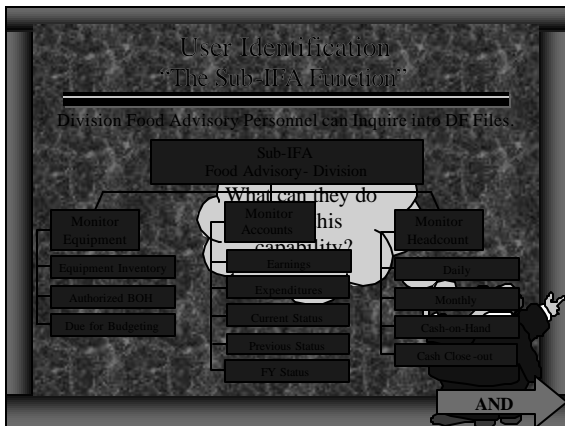


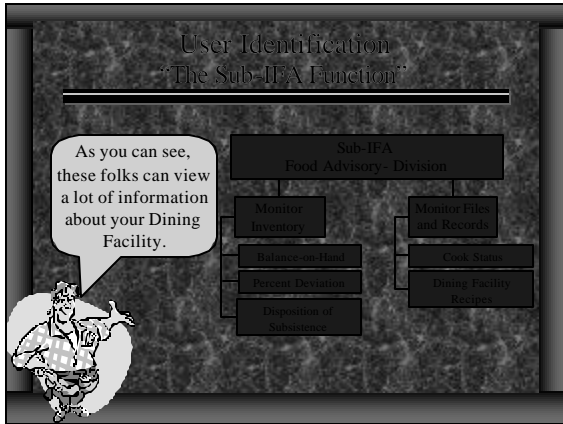


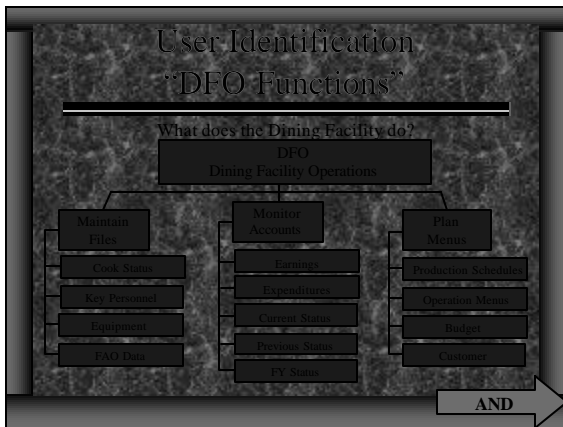


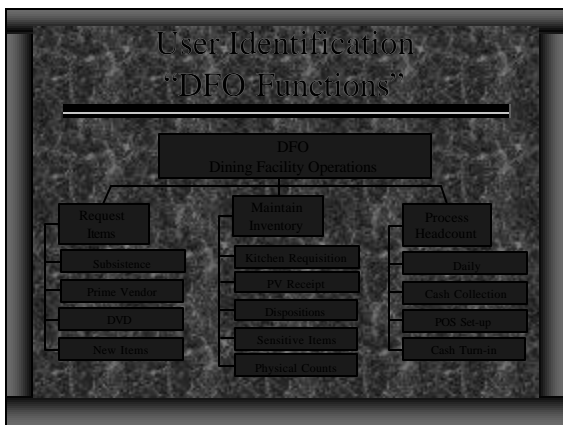


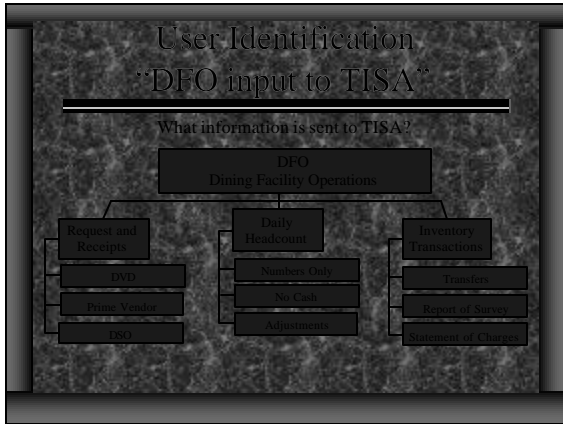















Systems Control

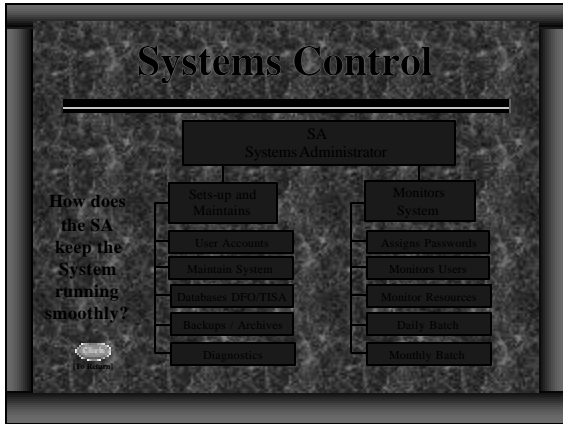
Remember, **YOU** are **THEIR** Customer.




- ◆ The Systems Administrator has control of the **ENTIRE** system.

AND

- ◆ He or she is **Responsible** for ensuring the system is running efficiently.




STANDARDS – Systems Security





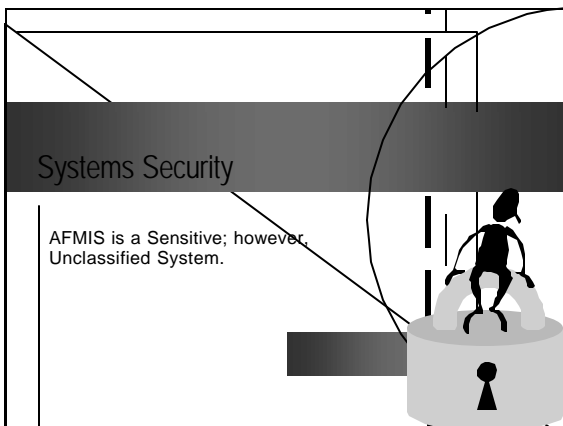
♦ Passwords

- ✓ Manager Responsibility:
 - Assigns User
 - MFR
 - Appointment Orders
 - Delegates Functional Areas (SOP)
 - Supervises Use
- ✓ User Responsibility:
 - Maintains and Protects Passwords
 - Reports Unauthorized Use



Click Image to View Systems Security


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Reference

AR 380-19 Automated Systems Security

"Can download this manual from the WEB".

The SFOS - Manager

- Identifies users.
- Assigns user areas of responsibility.
- Ensures security is maintained.
- Conducts periodic security checks.
- Is accountable for password misuse.

The User

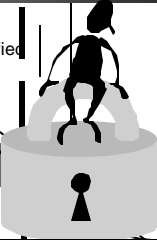
- Follow established procedures for "changing" passwords.
- Understands consequences for "sharing" passwords.
- Does Not "display" password.
- Understands that:
 - Login identifies user
 - Password assigns responsibility

Systems Security

Remember, this is a Sensitive yet Unclassified System.

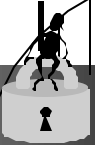
Proper security measures will protect against unauthorized access.

AFMIS can be accessed through the Internet.



Password Development



- ◆ **Never use information "About" you.**
 - ◆ I.E., Birthday, Names of Family Members, Last Name spelled Backwards, etc...
- ◆ **Only use information that is "Personal" to you.**
 - ◆ I.E., Favorite cartoon characters, Characters in your favorite book, Names of favorite sports players, etc...
- ◆ **Do Not write down your password where others can see.**
 - ◆ If you need a reminder, use a word that will help you remember...
- ◆ **Use a mixture of Uppercase, Lowercase, and Numbers.**
 - ◆ Do Not use "Special" Characters- No spaces.
- ◆ **Use as many letters and numbers as possible. 6 Minimum.**
 - ◆ The more, the better.
- ◆ **Invent an Encryption**
 - ◆ I.E., Number 1 = L, Number 4 = Upside-down lowercase H, etc...



Password Example

- ◆ Chose: Favorite Cartoon - "Rug Rats" Tommy Pickle.
- ◆ Possible 11 Characters.
- ◆ Using Uppercase, Lowercase, Numbers, and Invented Encryption:

Tommy Pickle
T0mm4P1ck13

- ◆ Password Reminder: Tommy
- ◆ Would take too much effort for someone to try and solve.

STANDARDS – Systems Security

♦ Windows NT

- ✓ Securing Workstation:
 - Locking Workstation
 - Least Secure
 - Others Cannot Use
 - Log Off
 - Shutdown – Turn Off
- ✓ Programs:
 - Internet
 - Office
 - Virus Protection

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STANDARDS – Conclusion

♦ Summary

- ✓ Purpose of Standards
- ✓ SOP / Work Schedule / COOP / Training
 - Task Completion
- ✓ End Users Manual
 - Sections
- ✓ Systems Summary
 - Who does What?
- ✓ Systems Security

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